

**METROPOLITAN GOVERNMENT OF NASHVILLE
AND DAVIDSON COUNTY
DEPARTMENT OF CODES ADMINISTRATION**

**APPLICATION FOR EXAMINATION AS A
MASTER ELECTRICIAN, EQUIPMENT INSTALLER OR LOW VOLTAGE CONTRACTOR**

Name of Applicant _____ Date _____

Home Address _____ (_____) _____
Area Code Home Telephone Number

City _____ State _____ Zip Code _____

Each applicant must furnish evidence that he or she has the following experience requirements. A Degree in Electrical Engineering may be accepted in lieu of the experience requirement. Please check which classification you will be applying for:

- ☐ Master Electrician.....*Six (6) years experience required*
- ☐ Equipment Installer I*Three (3) years experience required*
(Residential Electrical Appliance Installation)
- ☐ Equipment Installer II.....*Three (3) years experience required*
(Electrical Sign Installation)
- ☐ Low Voltage Installer.....*Three (3) years experience required*

PLEASE COMPLETE THIS SECTION REGARDING YOUR PRESENT EMPLOYER:

Name of Company _____ Phone _____

Address _____ City _____ State _____ Zip _____

Title and Duties _____ Years Employed _____

PLEASE COMPLETE THIS SECTION AND PROVIDE EVIDENCE, IN WRITING THE FOLLOWING:

- (1) List time worked as a helper/or installer. Please submit letters verifying this documentation by former Employers. Number of years of experience in this field: _____
- (2) College Degree: Yes or No _____ List your Major _____ If Yes, Provide a Copy
- (3) Do you have a Master Electrician License in another City or State? Yes _____ or No _____
(If yes, please provide us with a copy, listing City, State and number of years you have held the license)
- (4) Submit a letter as to your general character. **(Letter submitted by someone other than yourself. This letter may be submitted by suppliers, friends, past customers or clients).**

Incomplete Applications will not be accepted. **When submitting this Examination Application for approval, please submit all documentation specified above. Each applicant is required to appear before the Board of Electrical Examiners and Appeals to gain approval for examination unless notified by the Administration Staff. The Board meets the fourth (4th) Tuesday of each month, at 1:30 P.M. in the Metro Office Building, Second Floor-Davidson Room. Deadline to return application to this office in order to be placed on the agenda is 10 days preceding the meeting.**

Mail or deliver Application with required information to:

Department of Codes Administration
800 Second Avenue, South
P.O. Box 196300
Nashville, TN 37219-6300
615-862-6598



METROPOLITAN ELECTRICAL INSTRUCTIONS FOR EXAMINATION

STEP I

To apply to the Board of Electrical Examiners and Appeals for examination as a *Metropolitan Master Electrician, Equipment Installer* or a *Low Voltage Installer*, you must complete the Examination application form with **all** information requested. Applications are to be submitted to the Department of Codes Administration. Incomplete applications **will not** be accepted.

STEP II

Upon receipt of your application, you will be placed on the Agenda to be considered by the Electrical Board of Examiners and Appeals at its next regular meeting. The Electrical Board meets at **1:30 P.M.**, the **fourth (4th) Tuesday** of each month in the Howard Auditorium. **Deadline to return application to this office in order to be placed on the agenda is the Friday preceeding the meeting.**

**YOU WILL NEED TO BE PRESENT AT THE BOARD MEETING
IN ORDER TO GAIN EXAMINATION APPROVAL
UNLESS NOTIFIED BY THE ADMINISTRATIVE STAFF OTHERWISE
(If you cannot attend please notify our office)**

STEP III

You will be notified of the decision of the Board by mail. Upon approval we will include copies of the Examination Summary, Study Guide references and sample questions for the classification you requested. You will also need to purchase the latest Edition of the National Electrical Code for your reference study guide.

You will also receive from our office an ***Examination Registration Form***, to be completed and then mailed to the examiners at the following address:

Prometric
1260 Energy Lane
St. Paul, MN 55108

It will be your responsibility to schedule your examination date with Prometric. You may contact Prometric at (800) 280-3926. The examination fee for all classifications is \$80.00. You will make payment directly to Prometric.

Should you fail to make a passing grade of 70.0% on the examination, you may apply for re-examination after a thirty- (30) day waiting period. You will notify Prometric directly for re-examination.

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